Course: *E0212 Unified Hazard Mitigation Assistance: Developing Quality Application Elements Course*

Dates: January 6-9, 2014

Travel Dates:
Travel days are January 5 and January 10, 2014.

Course Length:
This course is 4 days in length. Travel days are Sunday and Friday.

Course Description:
This course will provide grant applicants and sub-applicants the knowledge to develop and submit Hazard Mitigation Assistance (HMA) applications.

Course Goals:
Identify eligible mitigation planning and project activities and developing quality applications for the HMA grant programs. This course will provide clear instruction and group activities that will educate the student on all phases of a grant from mitigation activity identification through application and award. It will further provide detailed instruction on the principals of project management to ensure the student is equipped to properly manage the grant during the implementation phase.

Continuing Education Units (CEU's):
The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

Continuing Education Credits (CEC's):
The Association of State Floodplain Managers awards 12 CECs (core) for completion of this course.

Prerequisites:
Required: IS-393.a, *Introduction to Hazard Mitigation*, IS-212, *Introduction to Unified Hazard Mitigation Assistance*
Recommended: E/L0276, *Benefit-Cost Analysis Entry.*

Target Audience:
This course is intended for the following: Local jurisdictions, Tribal governments, Non-Profit organizations, State and FEMA employees; and public or private sector organizations that offer consulting services to Unified HMA grant applicants.

Location:
Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland

To Apply:
Complete a FEMA Form 119-25-1, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

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FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

Note to Regional Training Managers (RTMs), Regional Program Managers (RPMs) and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions no later than 4 weeks prior to the beginning of the course.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/ NETC_Welcome_Package.pdf

NETC Housing:

FEMA employees must pay careful attention to information in their Acceptance Letter. Housing for this course may be off- campus. Once the participant receives the acceptance letter, he/she may need to reserve a room off-site. If housing becomes available on campus, the participant must transfer from the hotel to the NETC dorms and cancel his/her hotel reservation.

Car rentals may be authorized for participants when lodging off-campus. Please car pool where possible.

Travel Authorizations:

Funding for the training activity is being provided by IWMD for FEMA employees. PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings. RPM/IWMD will supply Reservists Travel Authorizations and deploy Reservists in A.D.D.

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

For additional information contact the course manager, Robert L. Perry, at (301) 447-1351 or by email at Robert.Perry@fema.dhs.gov.

TRAINING OPPORTUNITY